

Wyoming Chapter of ARMA
2016 November General Meeting Minutes
Tour of the Wyoming State Archives-Cheyenne, WY
November 15, 2016

Members: Carolynn Coy, Donna Crock, Pat Newbern

Guests: Shelly Berry-Parker (A&I), Tricia Flores (A&I), Stephanie Gerken (DEQ), Lynn Hudson (SL&I).

Speakers: Mike Strom, Kathy Marquis

The meeting began at 11:30 a.m.

Following a Taco Tuesday lunch, Mike Strom, the Wyoming State Archivist, shared a brief overview of the Wyoming Digital Archives. The WDA is a secure electronic records repository where agencies store, manage, and access electronic/digital records with long term value. Some benefits regarding this repository include: robust search & retrieval, records can be made available to the public, HP Records Manager has 99 security level settings and allows for retention schedules to be applied. Currently the storage cost per GB is .11¢ per month. Archives will provide a certain amount of licenses per agency, but if more are required they will need to be agency purchased and pay for the annual maintenance fees.

Kathy Marquis, Deputy State Archivist, shared that the State Archives typically answer up to 6,000 questions per year with the number one request being “needing a high school transcript”. Kathy added you can also go to your local library in the state and use the genealogy software for free. Next, we toured the State Imaging Center to see how a box of records are reviewed, scanned, previewed, and then quality checked. We then went into the records vault where frequently resourced books and photos are stored for quick access.

Meeting was adjourned 1:30

Respectfully submitted,
Carolynn Coy